

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing

PHA Plans

5 Year Plan for Fiscal Years 2000 - 2004

Annual Plan for Fiscal Year 2000

**NOTE: THIS PHA PLANS TEMPLATE (HUD 50075) IS TO BE COMPLETED IN ACCORDANCE WITH
INSTRUCTIONS LOCATED IN APPLICABLE PIH NOTICES**

HUD 50075
OMB Approval No: 2577-0226
Expires: 03/31/2002

**PHA Plan
Agency Identification**

PHA Name Jefferson County Housing Authority

PHA Number: PA-61

PHA Fiscal Year Beginning: 04/2000

Public Access to Information

**Information regarding any activities outlined in this plan can be obtained by contacting:
(select all that apply)**

- Main administrative office of the PHA
- PHA development management offices
- PHA local offices

Display Locations For PHA Plans and Supporting Documents

The PHA Plans (including attachments) are available for public inspection at: (select all that apply)

- Main administrative office of the PHA
- PHA development management offices
- PHA local offices
- Main administrative office of the local government
- Main administrative office of the County government
- Main administrative office of the State government
- Public library
- PHA website
- Other (list below)

PHA Plan Supporting Documents are available for inspection at: (select all that apply)

- Main business office of the PHA
- PHA development management offices
- Other (list below)

5-YEAR PLAN
PHA FISCAL YEARS 2000 - 2004

[24 CFR Part 903.5]

A. Mission

State the PHA's mission for serving the needs of low-income, very low income, and extremely low-income families in the PHA's jurisdiction. (select one of the choices below)

- The mission of the PHA is the same as that of the Department of Housing and Urban Development: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.
- X The PHA's mission is: (state mission here)
The Jefferson County Housing Authority is committed to building and maintaining affordable housing for the citizens in our community. We seek to create safe neighborhoods by partnering with individuals and organizations to provide housing, education and employment opportunities for families of modest means to become self-sufficient and improve their quality of life. We shall serve clients and all citizens with the highest level of professionalism, compassion and respect.

B. Goals

The goals and objectives listed below are derived from HUD's strategic Goals and Objectives and those emphasized in recent legislation. PHAs may select any of these goals and objectives as their own, or identify other goals and/or objectives. Whether selecting the HUD-suggested objectives or their own, **PHAS ARE STRONGLY ENCOURAGED TO IDENTIFY QUANTIFIABLE MEASURES OF SUCCESS IN REACHING THEIR OBJECTIVES OVER THE COURSE OF THE 5 YEARS.** (Quantifiable measures would include targets such as: numbers of families served or PHAS scores achieved.) PHAs should identify these measures in the spaces to the right of or below the stated objectives.

HUD Strategic Goal: Increase the availability of decent, safe, and affordable housing.

- X PHA Goal: Expand the supply of assisted housing
Objectives:
- X Apply for additional rental vouchers: Apply for 50 additional vouchers over 5 year period.
 - X Reduce public housing vacancies: Reduce vacancies by additional 2% yearly or 10% over 5 years.
 - Leverage private or other public funds to create additional housing opportunities:
 - Acquire or build units or developments
 - Other (list below)

- X PHA Goal: Improve the quality of assisted housing
Objectives:
- X Improve public housing management: (PHAS score) Score is currently 87, 5 year goal is to achieve a high performer score of 90 and remain at this consistently high level.
 - Improve voucher management: (SEMAP score)
 - X Increase customer satisfaction: By increasing preventative and routine maintenance overall livability will be positively impacted.
 - Concentrate on efforts to improve specific management functions: (list; e.g., public housing finance; voucher unit inspections)
 - X Renovate or modernize public housing units: In accordance with approved modernization plan.
 - X Demolish or dispose of obsolete public housing: The PHA will explore the feasibility and advisability of demolishing approx. 20 units in Reynoldsville.
 - Provide replacement public housing:
 - Provide replacement vouchers:
 - Other: (list below)

- X PHA Goal: Increase assisted housing choices
Objectives:
- Provide voucher mobility counseling:
 - X Conduct outreach efforts to potential voucher landlords. The PHA will continue to conduct at least annually meetings with potential landlords.
 - Increase voucher payment standards
 - Implement voucher homeownership program:
 - Implement public housing or other homeownership programs:
 - X Implement public housing site-based waiting lists: The PHA will continue to use 3 municipal waiting lists: Reynoldsville, Sykesville, and Punxsutawney.
 - Convert public housing to vouchers:
 - X Other: (list below)
The Authority intends to investigate the feasibility and desirability of creating a non-profit organization which could be used in purchasing/managing a small elder care, assisted living facility for the frail elderly. Public Housing funds are not expected to be used for this activity.

HUD Strategic Goal: Improve community quality of life and economic vitality

- X PHA Goal: Provide an improved living environment
Objectives:

- X Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments: The PHA has recently adopted a new economic deconcentration policy.
- X Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments: Income mixing will be achieved through implementing newly adopted economic deconcentration policy.
- X Implement public housing security improvements: The PHA Ex. Director will meet regularly with the Chief's of Police from the 3 communities to assess and discuss security needs and actions.
- Designate developments or buildings for particular resident groups (elderly, persons with disabilities)
- Other: (list below)

HUD Strategic Goal: Promote self-sufficiency and asset development of families and individuals

- X PHA Goal: Promote self-sufficiency and asset development of assisted households
Objectives:
 - X Increase the number and percentage of employed persons in assisted families: The PHA plans to increase the number of employed persons by 10% yearly within a 50 person universe.
 - X Provide or attract supportive services to improve assistance recipients' employability: The PHA Ex. Dir. regularly participates in scheduled interagency social service meeting at which the full array of employment services are discussed. Conventional, new or innovative approaches to increase resident employment opportunities will be identified and implemented. Hands-on employment skills training by Jefferson County's "New Choices" training and employment group will be implemented.
 - Provide or attract supportive services to increase independence for the elderly or families with disabilities.
 - Other: (list below)

HUD Strategic Goal: Ensure Equal Opportunity in Housing for all Americans

- X PHA Goal: Ensure equal opportunity and affirmatively further fair housing
Objectives:
 - X Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability: The PHA conducts regular monthly meeting with the entire staff to ensure sensitivity to all Equal Opportunity goals and objectives. Minutes of

these meeting are kept and available in the PHA main offices. To date no impediments to Affirmative Action have been identified, primarily due to the extremely low number of minorities in Jefferson County. Current census data estimates a total countywide minority population of approx. 225 person or approx. .04 % .

- X Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion national origin, sex, familial status, and disability: See above discussion.
- Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required:
- Other: (list below)

Other PHA Goals and Objectives: (list below)

Annual PHA Plan
PHA Fiscal Year 2000
[24 CFR Part 903.7]

i. Annual Plan Type:

Select which type of Annual Plan the PHA will submit.

Standard Plan

Streamlined Plan:

- High Performing PHA**
- Small Agency (<250 Public Housing Units)**
- Administering Section 8 Only**

Troubled Agency Plan

ii. Executive Summary of the Annual PHA Plan

[24 CFR Part 903.7 9 (r)]

Provide a brief overview of the information in the Annual Plan, including highlights of major initiatives and discretionary policies the PHA has included in the Annual Plan.

Executive Summary

On October 21, 1998 President Clinton signed into law the Quality Housing and Work Responsibility Act of 1998 (QHWRA) as Title V of the 1999 HUD Appropriations Act. The QHWRA constitutes a substantial overhaul of HUD's public housing and Section 8 assistance programs. The Act provides for consolidation of public housing programs, decreased regulations of well managed public housing agencies (PHA's), while increasing performance standards for PHA's with troubled management. (The Jefferson County Housing Authority is not a "troubled Authority"). The QHWRA also enacts additional measures to protect access to housing assistance for the poorest of families, deconcentrate poverty in public housing, support families making the transition from welfare to work, and is designed to transform existing public housing into quality housing communities.

As part of the QHWRA, all Housing Authorities including the Jefferson County Housing Authority are required to develop a Public Housing Agency Plan. This Plan is to be

developed by the Housing Authority with input from tenants, interested citizens, and local elected officials. The Agency Plan is to consist of a "Five Year Plan" which describes the mission of the PHA's long range goals and objectives over the subsequent 5 years, and an "Annual Plan" which provides details about the PHA's immediate operations, program participants, program operations, tenant services and the Authority's strategy for improving general maintenance operations for the upcoming fiscal year. The Agency Plan is to be used as an ongoing planning mechanism. Through this Agency Plan preparation process, the Housing Authority has examined its existing policies and procedures, its short and long term needs, and has attempted to develop a strategy to make more efficient use of federal assistance, and better serve its existing and future tenants. In addition, all existing policies were examined to ensure compliance with the newly enacted QHWR Act. Where non-compliance was found the policies were amended to conform to the new Act.

One of the goals of the Annual Plan is to reduce the number of reports that will be required to be sent to HUD. In the future the Annual Plan will, to the extent practicable, consolidate all PHA information that is now required to be submitted to HUD. The stated HUD objective is for the Annual Plan to supersede submission requirements currently imposed on PHA's under the various housing programs.

The QHWRA also requires that the Agency Plan developed by the Jefferson County Housing Authority be consistent with the Consolidated Plan for the jurisdiction in which the Authority is located. Jefferson County adopted a Comprehensive Plan in April 1991; the Agency Plan must therefore be consistent with that Comprehensive Plan and the Commonwealth of Pennsylvania's Consolidated Plan. A copy of the Public Housing Agency Plan will be sent to the PA. Dept. of Community and Economic Affairs for their determination of consistency with the State Plan, as well as the Jefferson County Planning Commission.

Following is a summary of required components of the Annual Plan:

1.Housing Needs.

This section reviews existing demographic information in an attempt to project future housing needs in Jefferson County by race, income category, elderly, special needs, and persons with disabilities. Data sources utilized include the U.S. Census Bureau, the Pennsylvania University Data Center, and various Jefferson county Agencies, including the County Planning Commission. Also, the Economist at the local office of HUD was consulted regarding his analysis of low-income housing demands in the County.

In summary there does not appear to be a significant need for additional assisted family units in Jefferson County. At a minimum, an increased effort to rehabilitate

scattered site housing may be appropriate. An analysis of existing data regarding special needs families or families with disabilities, also indicates a very low demand/need. The statistical data for elderly persons and elderly families appear to indicate more of a need/demand for assisted units. The Housing Authority has indicated in its Annual Plan that it will investigate the advisability and possibility of providing additional elderly units in the County in the near future.

The Authority is not precluding the consideration of additional family units in the future. Revised data, particularly the 2000 Census data may indicate an expanding need for assisted housing in later years. The Authority intends to use this Housing Needs Analysis, as a planning tool that will be consistently upgraded and refined and it will therefore reflect changing needs. Homeownership programs for eligible families will also be researched in the coming year.

2. Financial Resources.

The QHWRA requires the Authority's Annual Plan to include a statement of the financial resources available to the Authority and the planned uses of those resources. This statement includes the estimated resources/income for major categories as well as proposed expenditures presented by general account classifications.

The Authority anticipates a relatively stable year. For the past four 4 years the Authority's income has increased, from all sources, by approximately 3%. This trend is expected to continue. Expenses are also expected to remain constant. No new undertakings are planned that would significantly increase expenses or outlays. Please refer to Component 2 of the Annual Plan for details.

3. Policies Governing Eligibility, Selection and Admission.

The QHWRA mandates significant changes to the Authority's Eligibility, Selection and Admission Policy (i.e. Occupancy Policy). The QHWRA requires that PHAs make 40% of their units available to families earning at or below 30% of the area medium income. For the Section 8, tenant based program, 75% of new vouchers must be available to families earning at or below 30% of the area medium income. The QHWRA also requires PHAs to undertake an economic deconcentration effort to see that lower income families are not concentrated in certain developments, and that higher income families are not likewise concentrated in other developments.

In addition the new Act allows Housing Authorities to use site-based, or municipal waiting lists. The JCHA has decided to use municipal, (as opposed to

Countywide) waiting lists. Therefore the Authority will have three separate waiting lists; one for Punxsutawney, one for Sykesville, and one for Reynoldsville.

Importantly, the QHWRA requires that all tenants that are not exempt participate in a Community Service and Self-Sufficiency program. The revised Occupancy Policy, and tenant lease will require that affected tenants must contribute 8 hours per month of community service or volunteer work, or their lease will not be renewed.

It is important to recognize that while the Jefferson County Housing Authority will attempt to further economic deconcentration in all of its communities, all other admission and occupancy regulations still must be adhered to. Federal laws and regulations regarding site-based waiting lists, numerous income targets, affirmative action plans, and non-discrimination regulations still apply.

The Authority's Admission and Occupancy will be amended to include this new requirement. Please refer to Component 3 of the Annual Plan for further details.

4. Rent Determination.

The QHWRA requires all PHAs to include in their Annual Plan a statement of their discretionary policies that govern rent charges for public housing units, including a discussion of "Flat Rents, Ceiling Rents, and Income Based Rents". These rental policies are also applicable to families assisted under the Section 8 Program.

The JCHA has recently adopted Flat Rents that comply with HUD's requirements. Flat rents are based on the rental value of the unit, as opposed to income based rent, which is based on 30% of a tenant's adjusted income. Ceiling rents are also based on the market value of comparable private rental units in the locality, and are also the most a tenant can pay

5. Operations and Management.

The QHWRA requires a statement of the rules, standards and policies governing maintenance and management of all housing owned or operated by the Housing Authority. These internal operating policies were not directly affected by the new Act, and therefore amendments were not necessary. Existing operational procedures are on file, and available for review at the Housing Authority's Office.

In program year, 2000, the Authority intends to provide staff training on all aspects of the QHWRA, and its affect on the standard operating procedures of the JCHA. As importantly, the Authority intends to continue internal staff training regarding changing regulations and policies as they are issued.

The Executive and Management staff will carefully monitor those areas that are reflected in HUD's PHMAP/MAS standards so that the Authority's PHMAP scores can be increased to "high performer" status. . Emphasis will be placed on vacancies, turnover time and maintenance.

6. Grievance Procedure.

The Jefferson County Housing Authority has had a Grievance Procedure in place for many years, the latest revision being in June 1999. HUD has approved the Authority's Grievance Procedure. The only change that is now being made, to insure conformity with the new Act, is the addition of certain language under "definitions", This will permit tenants to file grievances if the Authority decides not to reduce the monthly rent when the PA Department of Welfare reduces a tenants welfare due to fraud or failure to participate in a work activity requirement.

If the Housing Authority receives a request for income reexamination and rent reduction predicated on a reduction in tenant income from the Department of Public Assistance, (Welfare) the Authority will deny the request only after obtaining written verification from the Welfare agency that the family's benefit has been reduced because of non-compliance with economic self-sufficiency programs or work activities requirements, or because of fraud.

Tenants have the right to an administrative review through the Housing Authority's Grievance Procedure.

7. Capital Improvements.

The new Act requires the Housing Authority to describe the capital improvements necessary to insure long-term physical and social viability of its public housing developments. A capital improvement plan could consist of a list of all capital projects and estimated costs. Alternatively, in at least the first year of the Annual Plan an update of the Comprehensive Grant Plan forms will satisfy this component of the Plan. Please see II. B. 7. of the Annual Plan for further discussion.

8. Demolition and/or Disposition.

The Jefferson County Housing Authority has no specific plans for disposing or demolishing any public housing units in the year 2000.

The Housing Authority is not required to demolish or dispose of any units because of their troubled or distressed status. Refer to Component 8 of the Annual Plan for further information.

9. Designation of Public Housing as Elderly or Disabled.

The QHWRA requires Housing Authorities to identify any community or development or building that will be designated for conversion or selected for concentration for elderly or disabled tenants. The Jefferson County Housing Authority has not made a decision to change the current configuration of any of its properties.

10. Conversion of Public Housing.

The QHWRA requires that the annual plan include a description of any building or buildings that the Housing Authority is required to convert, or voluntarily plans to convert to tenant based assistance. HUD can require Housing Authorities to convert certain buildings to tenant –based assistance if the property is determined to be distressed, and the Authority cannot guarantee the buildings long term viability even with reasonable modernization, density reduction, or other activities. The Jefferson County Housing Authority has no property that falls into this category.

The QHWRA also requires local housing agencies to assess the desirability or possibility of converting certain buildings to tenant based assistance after HUD issues a final rule on this issue. The Jefferson County Housing Authority will conduct the required assessment in the year 2000 to become a part of the year 2001 Annual Plan. The Authority does not plan to convert any buildings to tenant-based assistance in 2000.

11. Homeownership.

The QHWRA requires Housing Authorities to submit as part of their Annual Plan a description of any homeownership programs underway or proposed for the ensuing year. For the past several years the Authority has been working with the Jefferson County Job Center, and the North Central PA. Planning Commission for education and assistance to tenants that were interested in pursuing homeownership opportunities. In addition the Authority has a

continuing relationship with Community Action Inc., a non-profit organization that provides training on basic rental and ownership responsibilities such as parenting, budgeting, housekeeping, and other upward mobility skills. The Authority will continue working with these and other organizations in 2000 in an effort to increase homeownership possibilities.

12. Community Service and Self-Sufficiency.

The QHWRA requires all adult tenants, with some exceptions, who are not employed must participate in a community service or an economic self sufficiency program for at least 8 hours per month. The purpose of this requirement is to create economic opportunities for public housing. Community service can include volunteer work.

The Jefferson County Housing Authority, with advice from the Resident Council, has established certain educational and training opportunities that are designed to meet the program objective of fostering economic self-sufficiency.

It is important to recognize that failure to meet the community service requirements is cause for eviction from Authority owned and operated housing units. The Occupancy Policy and the Lease Agreement have been amended to include this requirement. Component 12 of the Annual Plan provides a full explanation of the projected activities.

13. Safety and Crime Prevention.

The new Act requires PHAs to plan, in conjunction with local law enforcement officials, to increase safety for tenants, and to reduce crime in Authority owned developments.

Since illegal drug use and sales have been determined to be the primary cause of most significant crime in Authority owned developments (absent domestic disputes), the Authority has focused on drug awareness and prevention. The Authority Director regularly meets with the police chiefs of Punxsutawney, Reynoldsville, and Sykesville. These meetings are instrumental in developing and instituting plans for public safety in all Authority properties. In addition the Authority was successful in gaining approval for an undercover detective to reside in the Reynoldsville development. This operation was successfully completed and contributed to drug abatement in this community. The Jefferson County Housing Authority will continue to work with the various law enforcement personnel in each municipality in an ongoing effort to enhance public safety and reduce the incidence of crime in all of our communities.

14. Ownership of Pets.

The QHWRA now permits common household pets in all public housing units subject to reasonable requirements set by the Housing Authority. The Jefferson County Housing Authority will adopt a revised pet policy after HUD issues a final rule. The new policy will apply to all family and elderly public housing units. The requirements will limit the number of pets per unit, the size, type, breed, security deposits, and animal control requirements.

15. Civil Rights Certification.

Certification is available at the Authority offices for review.

16. Most Recent Fiscal Year Audit.

The most recent Audit is on file at the offices of the Housing Authority. There were no findings reported by the Auditor.

17. Asset Management.

HUD requires PHAs to submit a general statement explaining how they will deploy physical and financial assets to fulfill their mission to the extent that this information is not otherwise addressed in other components of the Plan. The Authority believes that it has already addressed these items throughout this document. As other issues arise, either from public comments or resident involvement they will be addressed here.

18. Other Information.

The Act requires that each Annual Plan contain a Table of Contents, Executive Summary, and a Progress Report. With the exception of the Progress Report, which becomes part of the 2001 Annual Plan, the other required items are included in this document.

Also to be included here are all comments, suggestions and advisory recommendations presented at the public hearing. The Housing Authority's response to the public recommendations will be presented here as well.

iii. Annual Plan Table of Contents

[24 CFR Part 903.7 9 (r)]

Provide a table of contents for the Annual Plan, including attachments, and a list of supporting documents available for public inspection.

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Attachments

Indicate which attachments are provided by selecting all that apply. Provide the attachment's name (A, B, etc.) in the space to the left of the name of the attachment. Note: If the attachment is provided as a **SEPARATE** file submission from the PHA Plans file, provide the file name in parentheses in the space to the right of the title.

Required Attachments:

- X Admissions Policy for Deconcentration
- X FY 2000 Capital Fund Program Annual Statement
- Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)

Optional Attachments:

- PHA Management Organizational Chart
- X FY 2000 Capital Fund Program 5 Year Action Plan
- Public Housing Drug Elimination Program (PHDEP) Plan
- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)
- Other (List below, providing each attachment name)

Supporting Documents Available for Review

Indicate which documents are available for public review by placing a mark in the “Applicable & On Display” column in the appropriate rows. All listed documents must be on display if applicable to the program activities conducted by the PHA.

| List of Supporting Documents Available for Review | | |
|--|---|--|
| Applicable & On Display | Supporting Document | Applicable Plan Component |
| X | PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations | 5 Year and Annual Plans |
| X | State/Local Government Certification of Consistency with the Consolidated Plan | 5 Year and Annual Plans |
| X | Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions’ initiatives to affirmatively further fair housing that require the PHA’s involvement. | 5 Year and Annual Plans |
| X | Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction | Annual Plan: Housing Needs |
| X | Most recent board-approved operating budget for the public housing program | Annual Plan: Financial Resources; |
| X | Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP] | Annual Plan: Eligibility, Selection, and Admissions Policies |

| List of Supporting Documents Available for Review | | |
|--|---|--|
| Applicable & On Display | Supporting Document | Applicable Plan Component |
| X | Section 8 Administrative Plan | Annual Plan: Eligibility, Selection, and Admissions Policies |
| X | Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis | Annual Plan: Eligibility, Selection, and Admissions Policies |
| X | Public housing rent determination policies, including the methodology for setting public housing flat rents <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy | Annual Plan: Rent Determination |
| X | Schedule of flat rents offered at each public housing development <input type="checkbox"/> check here if included in the public housing A & O Policy | Annual Plan: Rent Determination |
| X | Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan | Annual Plan: Rent Determination |
| X | Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation) | Annual Plan: Operations and Maintenance |
| X | Public housing grievance procedures <input type="checkbox"/> check here if included in the public housing A & O Policy | Annual Plan: Grievance Procedures |
| X | Section 8 informal review and hearing procedures <input type="checkbox"/> check here if included in Section 8 Administrative Plan | Annual Plan: Grievance Procedures |
| X | The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year | Annual Plan: Capital Needs |
| | Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant | Annual Plan: Capital Needs |
| X | Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option) | Annual Plan: Capital Needs |
| | Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing | Annual Plan: Capital Needs |
| | Approved or submitted applications for demolition and/or disposition of public housing | Annual Plan: Demolition and Disposition |

| List of Supporting Documents Available for Review | | |
|--|---|---|
| Applicable & On Display | Supporting Document | Applicable Plan Component |
| | Approved or submitted applications for designation of public housing (Designated Housing Plans) | Annual Plan: Designation of Public Housing |
| | Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act | Annual Plan: Conversion of Public Housing |
| | Approved or submitted public housing homeownership programs/plans | Annual Plan: Homeownership |
| | Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan | Annual Plan: Homeownership |
| X | Any cooperative agreement between the PHA and the TANF agency | Annual Plan: Community Service & Self-Sufficiency |
| | FSS Action Plan/s for public housing and/or Section 8 | Annual Plan: Community Service & Self-Sufficiency |
| | Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports | Annual Plan: Community Service & Self-Sufficiency |
| | The most recent Public Housing Drug Elimination Program (PHEDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan) | Annual Plan: Safety and Crime Prevention |
| X | The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings | Annual Plan: Annual Audit |
| | Troubled PHAs: MOA/Recovery Plan | Troubled PHAs |
| | Other supporting documents (optional) (list individually; use as many lines as necessary) | (specify as needed) |
| | | |

1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

A. Housing Needs of Families in the Jurisdiction/s Served by the PHA

Based upon the information contained in the Consolidated Plan/s applicable to the jurisdiction, and/or other data available to the PHA, provide a statement of the housing needs in the jurisdiction by completing the following table. In the "Overall" Needs column, provide the estimated number of renter families that have housing needs. For the remaining characteristics, rate the impact of that factor on the housing needs for each family type, from 1 to 5, with 1 being "no impact" and 5 being "severe impact." Use N/A to indicate that no information is available upon which the PHA can make this assessment.

| |
|---|
| Housing Needs of Families in the Jurisdiction by Family Type |
|---|

| Family Type | Overall | Affordability | Supply | Quality | Access-ability | Size | Location |
|------------------------------|---------|---------------|--------|---------|----------------|------|----------|
| Income <= 30% of AMI | 66 | 4 | 4 | 4 | 1 | 1 | 1 |
| Income >30% but <=50% of AMI | 61 | 3 | 3 | 3 | 1 | 1 | 1 |
| Income >50% but <80% of AMI | 70 | 2 | 2 | 2 | 1 | 1 | 1 |
| Elderly | 149 | 2 | 2 | 2 | 2 | 1 | 1 |
| Families with Disabilities | 104 | N/A | | | | | |
| Race/Ethnicity | | | | | | | |
| Race/Ethnicity | | | | | | | |
| Race/Ethnicity | | | | | | | |
| Race/Ethnicity | | | | | | | |

What sources of information did the PHA use to conduct this analysis? (Check all that apply; all materials must be made available for public inspection.)

- X Consolidated Plan of the Jurisdiction/s
Indicate year: 1999
- X U.S. Census data: the Comprehensive Housing Affordability Strategy (“CHAS”) dataset
- American Housing Survey data
Indicate year:
- Other housing market study
Indicate year:
- X Other sources: (list and indicate year of information)
Pennsylvania University Data Center - 1999
U.S. Census Data: Small Income and Poverty Estimates, 1990 and updates
Housing Authority Waiting List - 1999

B. Housing Needs of Families on the Public Housing and Section 8 Tenant- Based Assistance Waiting Lists

State the housing needs of the families on the PHA’s waiting list/s. **Complete one table for each type of PHA-wide waiting list administered by the PHA.** PHAs may provide separate tables for site-based or sub-jurisdictional public housing waiting lists at their option.

| |
|--|
| Housing Needs of Families on the Waiting List |
|--|

Housing Needs of Families on the Waiting List

Waiting list type: (select one)

- Section 8 tenant-based assistance
 Public Housing
 Combined Section 8 and Public Housing
 Public Housing Site-Based or sub-jurisdictional waiting list (optional)

If used, identify which development/subjurisdiction:

| | # of families | % of total families | Annual Turnover |
|---|---------------|---------------------|-----------------|
| Waiting list total | 42 | 100 | 9 |
| Extremely low income <=30% AMI | 24 | 57 | 5 |
| Very low income (>30% but <=50% AMI) | 10 | 24 | 2 |
| Low income (>50% but <80% AMI) | 8 | 19 | 2 |
| Families with children | 18 | 43 | 4 |
| Elderly families | 13 | 31 | 3 |
| Families with Disabilities | 0 | | |
| Race/ethnicity | 42 white | 100 | |
| Race/ethnicity | | | |
| Race/ethnicity | | | |
| Race/ethnicity | | | |
| Characteristics by Bedroom Size (Public Housing Only) | | | |
| 1BR | 24 | 57 | 5 |
| 2 BR | 9 | 22 | 2 |
| 3 BR | 8 | 19 | 2 |
| 4 BR | 1 | 2 | 1 |
| 5 BR | | | |
| 5+ BR | | | |

Housing Needs of Families on the Waiting List

Is the waiting list closed (select one)? X No Yes

If yes:

How long has it been closed (# of months)?

Does the PHA expect to reopen the list in the PHA Plan year? No Yes

Does the PHA permit specific categories of families onto the waiting list, even if generally closed? No Yes

C. Strategy for Addressing Needs

Provide a brief description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list **IN THE UPCOMING YEAR**, and the Agency's reasons for choosing this strategy.

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

Strategy 1. Maximize the number of affordable units available to the PHA within its current resources by:

Select all that apply

- X Employ effective maintenance and management policies to minimize the number of public housing units off-line
- X Reduce turnover time for vacated public housing units
- X Reduce time to renovate public housing units
- Seek replacement of public housing units lost to the inventory through mixed finance development
- Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources
- Maintain or increase section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction
- X Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required
- X Maintain or increase section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration
- X Maintain or increase section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of program
- Participate in the Consolidated Plan development process to ensure coordination with broader community strategies
- Other (list below)

Strategy 2: Increase the number of affordable housing units by:

Select all that apply

- X Apply for additional section 8 units should they become available
- Leverage affordable housing resources in the community through the creation of mixed - finance housing
- Pursue housing resources other than public housing or Section 8 tenant-based assistance.
- X Other: (list below)
The Authority intends to investigate the feasibility and desirability of creating a non-profit organization which could be used in purchasing/managing a small elder care, assisted living facility for the frail elderly. Public Housing funds are not expected to be used for this activity.

Need: Specific Family Types: Families at or below 30% of median

Strategy 1: Target available assistance to families at or below 30 % of AMI

Select all that apply

- Exceed HUD federal targeting requirements for families at or below 30% of AMI in public housing
- Exceed HUD federal targeting requirements for families at or below 30% of AMI in tenant-based section 8 assistance
- Employ admissions preferences aimed at families with economic hardships
- X Adopt rent policies to support and encourage work
- Other: (list below)

Need: Specific Family Types: Families at or below 50% of median

Strategy 1: Target available assistance to families at or below 50% of AMI

Select all that apply

- Employ admissions preferences aimed at families who are working
- Adopt rent policies to support and encourage work
- Other: (list below)

Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:

Select all that apply

- Seek designation of public housing for the elderly
- Apply for special-purpose vouchers targeted to the elderly, should they become available
- Other: (list below)

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:

Select all that apply

- Seek designation of public housing for families with disabilities
- Carry out the modifications needed in public housing based on the section 504 Needs Assessment for Public Housing
- Apply for special-purpose vouchers targeted to families with disabilities, should they become available
- X Affirmatively market to local non-profit agencies that assist families with disabilities
- Other: (list below)

Need: Specific Family Types: Races or ethnicities with disproportionate housing needs

Strategy 1: Increase awareness of PHA resources among families of races and ethnicities with disproportionate needs:

Select if applicable

- Affirmatively market to races/ethnicities shown to have disproportionate housing needs
- Other: (list below)

Strategy 2: Conduct activities to affirmatively further fair housing

Select all that apply

- X Counsel section 8 tenants as to location of units outside of areas of poverty or minority concentration and assist them to locate those units
- X Market the section 8 program to owners outside of areas of poverty /minority concentrations
- Other: (list below)

Other Housing Needs & Strategies: (list needs and strategies below)

(2) Reasons for Selecting Strategies

Of the factors listed below, select all that influenced the PHA's selection of the strategies it will pursue:

- Funding constraints
- Staffing constraints
- Limited availability of sites for assisted housing
- Extent to which particular housing needs are met by other organizations in the community
- Evidence of housing needs as demonstrated in the Consolidated Plan and other information available to the PHA
- Influence of the housing market on PHA programs
- Community priorities regarding housing assistance
- Results of consultation with local or state government
- Results of consultation with residents and the Resident Advisory Board
- Results of consultation with advocacy groups
- Other: (list below)

2. Statement of Financial Resources

[24 CFR Part 903.7 9 (b)]

List the financial resources that are anticipated to be available to the PHA for the support of Federal public housing and tenant-based Section 8 assistance programs administered by the PHA during the Plan year. Note: the table assumes that Federal public housing or tenant based Section 8 assistance grant funds are expended on eligible purposes; therefore, uses of these funds need not be stated. For other funds, indicate the use for those funds as one of the following categories: public housing operations, public housing capital improvements, public housing safety/security, public housing supportive services, Section 8 tenant-based assistance, Section 8 supportive services or other.

| Financial Resources: Planned Sources and Uses | | |
|--|-------------------|--|
| Sources | Planned \$ | Planned Uses |
| 1. Federal Grants (FY 2000 grants) | 1,640,690 | Public Housing and Section 8 operations and capital improvements |
| a) Public Housing Operating Fund | 387,764 | |
| b) Public Housing Capital Fund | 448,655 | |
| c) HOPE VI Revitalization | 0 | |
| d) HOPE VI Demolition | 0 | |

| Financial Resources: Planned Sources and Uses | | |
|---|-------------------|--|
| Sources | Planned \$ | Planned Uses |
| e) Annual Contributions for Section 8 Tenant-Based Assistance | 804,271 | |
| f) Public Housing Drug Elimination Program (including any Technical Assistance funds) | 0 | |
| g) Resident Opportunity and Self-Sufficiency Grants | 0 | |
| h) Community Development Block Grant | 0 | |
| i) HOME | 0 | |
| Other Federal Grants (list below) | | |
| Farmers Home Admin. R.E.C.D.S. (management fee paid to PHA) | 16,800 | Assisted housing operations |
| 2. Prior Year Federal Grants (unobligated funds only) (list below) | | |
| Public Housing Reserves | 554,835 | Public Housing operations |
| Section 8 Reserves | 459,556 | Section 8 tenant based assistance |
| | | |
| 3. Public Housing Dwelling Rental Income | 486,048 | |
| | | |
| | | |
| 4. Other income (list below) | | |
| Public Housing Investments | 25,497 | Public Housing operations |
| Section 8 Investments | 18,323 | Section 8 tenant based assistance |
| | | |
| 4. Non-federal sources (list below) | 0 | |
| | | |
| | | |
| | | |
| Total resources | 3,201,749 | Public Housing, Section 8 and assisted housing operations and capital improvements |

| Financial Resources: Planned Sources and Uses | | |
|--|------------|--------------|
| Sources | Planned \$ | Planned Uses |
| | | |
| | | |

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.79 (c)]

A. Public Housing

Exemptions: PHAs that do not administer public housing are not required to complete subcomponent 3A.

(1) Eligibility

a. When does the PHA verify eligibility for admission to public housing? (select all that apply)

When families are within a certain number of being offered a unit: (state number)

When families are within a certain time of being offered a unit: (state time)

X Other: (describe)

Eligibility is verified at the time the application is received. Only eligible applicants are placed on the waiting list.

b. Which non-income (screening) factors does the PHA use to establish eligibility for admission to public housing (select all that apply)?

X Criminal or Drug-related activity

X Rental history

X Housekeeping

Other (describe)

c. Yes X No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?

d. X Yes No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?

e. Yes X No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)

The PHA has a contract with the National Tenant Network/Landlord Control to act on their behalf to undertake the criminal record screening to determine if the applicant has a criminal record.

(2)Waiting List Organization

a. Which methods does the PHA plan to use to organize its public housing waiting list (select all that apply)

- Community-wide list
- X Sub-jurisdictional lists - 3 by municipality
- Site-based waiting lists
- Other (describe)

b. Where may interested persons apply for admission to public housing?

- X PHA main administrative office
- PHA development site management office
- Other (list below)

c. If the PHA plans to operate one or more site-based waiting lists in the coming year, answer each of the following questions; if not, skip to subsection **(3) Assignment**

1. How many site-based waiting lists will the PHA operate in the coming year?

2. Yes No: Are any or all of the PHA's site-based waiting lists new for the upcoming year (that is, they are not part of a previously-HUD-approved site based waiting list plan)?
If yes, how many lists?

3. Yes No: May families be on more than one list simultaneously
If yes, how many lists?

4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)?

- PHA main administrative office
- All PHA development management offices
- Management offices at developments with site-based waiting lists
- At the development to which they would like to apply
- Other (list below)

(3) Assignment

a. How many vacant unit choices are applicants ordinarily given before they fall to the bottom of or are removed from the waiting list? (select one)

- X One

- Two
- Three or More

b. X Yes No: Is this policy consistent across all waiting list types?

c. If answer to b is no, list variations for any other than the primary public housing waiting list/s for the PHA:

(4) Admissions Preferences

a. Income targeting:

Yes X No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 40% of all new admissions to public housing to families at or below 30% of median area income?

b. Transfer policies:

In what circumstances will transfers take precedence over new admissions? (list below)

- X Emergencies
- X Overhoused
- X Underhoused
- X Medical justification
- X Administrative reasons determined by the PHA (e.g., to permit modernization work)
- Resident choice: (state circumstances below)
- Other: (list below)

c. Preferences

1. Yes X No: Has the PHA established preferences for admission to public housing (other than date and time of application)? (If "no" is selected, skip to subsection **(5) Occupancy**)

2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences:

- Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- Victims of domestic violence

- Substandard housing
- Homelessness
- High rent burden (rent is > 50 percent of income)

Other preferences: (select below)

- Working families and those unable to work because of age or disability
- Veterans and veterans' families
- Residents who live and/or work in the jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)

3. If the PHA will employ admissions preferences, please prioritize by placing a "1" in the space that represents your first priority, a "2" in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use "1" more than once, "2" more than once, etc.

Date and Time

Former Federal preferences:

- Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- Victims of domestic violence
- Substandard housing
- Homelessness
- High rent burden

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- Veterans and veterans' families
- Residents who live and/or work in the jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)

4. Relationship of preferences to income targeting requirements:

- The PHA applies preferences within income tiers
- Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

(5) Occupancy

a. What reference materials can applicants and residents use to obtain information about the rules of occupancy of public housing (select all that apply)

- X The PHA-resident lease
- X The PHA's Admissions and (Continued) Occupancy policy
- X PHA briefing seminars or written materials
- Other source (list)

b. How often must residents notify the PHA of changes in family composition? (select all that apply)

- X At an annual reexamination and lease renewal
- X Any time family composition changes
- X At family request for revision
- In the 3 above cases the resident(s) must notify the PHA within 10 days of the occurrence or change.
- Other (list)

(6) Deconcentration and Income Mixing

a. X Yes No: Did the PHA's analysis of its family (general occupancy) developments to determine concentrations of poverty indicate the need for measures to promote deconcentration of poverty or income mixing?

b. X Yes No: Did the PHA adopt any changes to its **admissions policies** based on the results of the required analysis of the need to promote deconcentration of poverty or to assure income mixing?

c. If the answer to b was yes, what changes were adopted? (select all that apply)

- Adoption of site-based waiting lists
- If selected, list targeted developments below:

X Employing waiting list “skipping” to achieve deconcentration of poverty or income mixing goals at targeted developments
If selected, list targeted developments below:

Employing new admission preferences at targeted developments
If selected, list targeted developments below:

Other (list policies and developments targeted below)

d. X Yes No: Did the PHA adopt any changes to **other** policies based on the results of the required analysis of the need for deconcentration of poverty and income mixing?

e. If the answer to d was yes, how would you describe these changes? (select all that apply)

- Additional affirmative marketing
- Actions to improve the marketability of certain developments
- Adoption or adjustment of ceiling rents for certain developments
- Adoption of rent incentives to encourage deconcentration of poverty and income-mixing

X Other (list below)
Newly adopted Economic Deconcentration Policy.

f. Based on the results of the required analysis, in which developments will the PHA make special efforts to attract or retain higher-income families? (select all that apply)

Not applicable: results of analysis did not indicate a need for such efforts

X List (any applicable) developments below:

PA 61-15 Cares Terrace, Reynoldsville

PA 61-7 Forestview Terrace, Reynoldsville

g. Based on the results of the required analysis, in which developments will the PHA make special efforts to assure access for lower-income families? (select all that apply)

Not applicable: results of analysis did not indicate a need for such efforts

X List (any applicable) developments below:

PA 61-2 Beyer Avenue, Punxsutawney

PA 61-4 Breezeway Terrace, Reynoldsville

B. Section 8

Exemptions: PHAs that do not administer section 8 are not required to complete sub-component 3B. **Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).**

(1) Eligibility

- a. What is the extent of screening conducted by the PHA? (select all that apply)
- X Criminal or drug-related activity only to the extent required by law or regulation
 - Criminal and drug-related activity, more extensively than required by law or regulation
 - More general screening than criminal and drug-related activity (list factors below)
 - Other (list below)
- b. Yes X No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- c. X Yes No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- d. Yes X No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)
The PHA has a contract with the National Tenant Network/Landlord Control to act on their behalf to undertake the criminal record screening to determine if the applicant has a criminal record.
- e. Indicate what kinds of information you share with prospective landlords? (select all that apply)
- Criminal or drug-related activity
 - X Other (describe below)
The landlord is given the prospective tenant's previous address and authorization to contact and determine previous tenancy.

(2) Waiting List Organization

- a. With which of the following program waiting lists is the section 8 tenant-based assistance waiting list merged? (select all that apply)
- X None
 - Federal public housing
 - Federal moderate rehabilitation
 - Federal project-based certificate program
 - Other federal or local program (list below)
- b. Where may interested persons apply for admission to section 8 tenant-based assistance? (select all that apply)
- X PHA main administrative office

Other (list below)

(3) Search Time

a. X Yes No: Does the PHA give extensions on standard 60-day period to search for a unit?

If yes, state circumstances below:

Upon review of the documented circumstances/situation by the PHA.

(4) Admissions Preferences

a. Income targeting

Yes X No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 75% of all new admissions to the section 8 program to families at or below 30% of median area income?

b. Preferences

1. Yes X No: Has the PHA established preferences for admission to section 8 tenant-based assistance? (other than date and time of application) (if no, skip to subcomponent **(5) Special purpose section 8 assistance programs**)

2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences

- Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- Victims of domestic violence
- Substandard housing
- Homelessness
- High rent burden (rent is > 50 percent of income)

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- Veterans and veterans' families
- Residents who live and/or work in your jurisdiction

- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)

3. If the PHA will employ admissions preferences, please prioritize by placing a “1” in the space that represents your first priority, a “2” in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use “1” more than once, “2” more than once, etc.

Date and Time

Former Federal preferences

- Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- Victims of domestic violence
- Substandard housing
- Homelessness
- High rent burden

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- Veterans and veterans’ families
- Residents who live and/or work in your jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)

4. Among applicants on the waiting list with equal preference status, how are applicants selected? (select one)

- Date and time of application
- Drawing (lottery) or other random choice technique

5. If the PHA plans to employ preferences for “residents who live and/or work in the jurisdiction” (select one)
- This preference has previously been reviewed and approved by HUD
- The PHA requests approval for this preference through this PHA Plan
6. Relationship of preferences to income targeting requirements: (select one)
- The PHA applies preferences within income tiers
- X Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

(5) Special Purpose Section 8 Assistance Programs

- a. In which documents or other reference materials are the policies governing eligibility, selection, and admissions to any special-purpose section 8 program administered by the PHA contained? (select all that apply)
- The Section 8 Administrative Plan.
- Briefing sessions and written materials
- X Other (list below)
- The PHA does not have a special purpose Section 8 program.
- b. How does the PHA announce the availability of any special-purpose section 8 programs to the public?
- Through published notices
- Other (list below)
- Not applicable, the PHA does not have a special purpose Section 8 program.

4. PHA Rent Determination Policies

[24 CFR Part 903.7.9 (d)]

A. Public Housing

Exemptions: PHAs that do not administer public housing are not required to complete sub-component 4A.

(1) Income Based Rent Policies

Describe the PHA’s income based rent setting policy/ies for public housing using, including discretionary (that is, not required by statute or regulation) income disregards and exclusions, in the appropriate spaces below.

- a. Use of discretionary policies: (select one)

- The PHA will not employ any discretionary rent-setting policies for income based rent in public housing. Income-based rents are set at the higher of 30% of adjusted monthly income, 10% of unadjusted monthly income, the welfare rent, or minimum rent (less HUD mandatory deductions and exclusions). (If selected, skip to sub-component (2))

---or---

- X The PHA employs discretionary policies for determining income based rent (If selected, continue to question b.)

b. Minimum Rent

1. What amount best reflects the PHA's minimum rent? (select one)

- \$0
X \$1-\$25
 \$26-\$50

2. X Yes No: Has the PHA adopted any discretionary minimum rent hardship exemption policies?

3. If yes to question 2, list these policies below:

Waiver of the minimum rent in PHA approved hardship cases (documentation must be available).

c. Rents set at less than 30% than adjusted income

When the flat rent is less than 30% of adjusted income, the tenant has the option of choosing the rent structure.

1. Yes X No: Does the PHA plan to charge rents at a fixed amount or percentage less than 30% of adjusted income?

2. If yes to above, list the amounts or percentages charged and the circumstances under which these will be used below:

d. Which of the discretionary (optional) deductions and/or exclusions policies does the PHA plan to employ (select all that apply)

X For the earned income of a previously unemployed household member

- X For increases in earned income
- Fixed amount (other than general rent-setting policy)
If yes, state amount/s and circumstances below:
- Fixed percentage (other than general rent-setting policy)
If yes, state percentage/s and circumstances below:
- For household heads
- For other family members
- For transportation expenses
- X For the non-reimbursed medical expenses of non-disabled or non-elderly families
- Other (describe below)

e. Ceiling rents

1. Do you have ceiling rents? (rents set at a level lower than 30% of adjusted income)
(select one)

- Yes for all developments
- Yes but only for some developments
- X No

2. For which kinds of developments are ceiling rents in place? (select all that apply)

- For all developments
- For all general occupancy developments (not elderly or disabled or elderly only)
- For specified general occupancy developments
- For certain parts of developments; e.g., the high-rise portion
- For certain size units; e.g., larger bedroom sizes
- Other (list below)

3. Select the space or spaces that best describe how you arrive at ceiling rents (select all that apply)

- Market comparability study
- Fair market rents (FMR)
- 95th percentile rents
- 75 percent of operating costs

- 100 percent of operating costs for general occupancy (family) developments
- Operating costs plus debt service
- The "rental value" of the unit
- Other (list below)

f. Rent re-determinations:

1. Between income reexaminations, how often must tenants report changes in income or family composition to the PHA such that the changes result in an adjustment to rent? (select all that apply)

- Never
- At family option
- X Any time the family experiences an income increase. The family is required to report the increase within 10 days of the occurrence.
- Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold)_____
- Other (list below)

g. Yes X No: Does the PHA plan to implement individual savings accounts for residents (ISAs) as an alternative to the required 12 month disallowance of earned income and phasing in of rent increases in the next year?

(2) Flat Rents

1. In setting the market-based flat rents, what sources of information did the PHA use to establish comparability? (select all that apply.)

- X The section 8 rent reasonableness study of comparable housing
- X Survey of rents listed in local newspaper
- X Survey of similar unassisted units in the neighborhood
- Other (list/describe below)

B. Section 8 Tenant-Based Assistance

Exemptions: PHAs that do not administer Section 8 tenant-based assistance are not required to complete sub-component 4B. **Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).**

(1) Payment Standards

Describe the voucher payment standards and policies.

a. What is the PHA's payment standard? (select the category that best describes your standard)

- At or above 90% but below 100% of FMR
- X 100% of FMR
- X Above 100% but at or below 110% of FMR
- Above 110% of FMR (if HUD approved; describe circumstances below)

b. If the payment standard is lower than FMR, why has the PHA selected this standard? (select all that apply)

- FMRs are adequate to ensure success among assisted families in the PHA's segment of the FMR area.
- The PHA has chosen to serve additional families by lowering the payment standard
- Reflects market or submarket
- Other (list below)

c. If the payment standard is higher than FMR, why has the PHA chosen this level? (select all that apply)

- X FMRs are not adequate to ensure success among assisted families in the PHA's segment of the FMR area.
- X Reflects market or submarket
- X To increase housing options for families
- X Other (list below)
The PHA sets rents for 0, 1 and 2 bedroom units at 110% of FMRs. All other bedroom sizes are set at 100% of FMRs.

d. How often are payment standards reevaluated for adequacy? (select one)

- X Annually
- Other (list below)

e. What factors will the PHA consider in its assessment of the adequacy of its payment standard? (select all that apply)

- X Success rates of assisted families
- X Rent burdens of assisted families
- X Other (list below)
The PHA regularly examines the private market and its effect on the Section 8 program.

(2) Minimum Rent

a. What amount best reflects the PHA’s minimum rent? (select one)

- \$0
- X \$1-\$25
- \$26-\$50

b. X Yes No: Has the PHA adopted any discretionary minimum rent hardship exemption policies? (if yes, list below)
 Waiver of minimum rent in PHA approved hardship cases.

5. Operations and Management

[24 CFR Part 903.7 9 (e)]

Exemptions from Component 5: High performing and small PHAs are not required to complete this section. Section 8 only PHAs must complete parts A, B, and C(2)

A. PHA Management Structure

Describe the PHA’s management structure and organization.

(select one)

- An organization chart showing the PHA’s management structure and organization is attached.
- X A brief description of the management structure and organization of the PHA follows:
 The Authority is generally divided among four areas; public housing management, public housing maintenance, Section 8 , and Accounting. These four divisions report directly to the Executive Director who is responsible to the appointed Board of Directors.

B. HUD Programs Under PHA Management

List Federal programs administered by the PHA, number of families served at the beginning of the upcoming fiscal year, and expected turnover in each. (Use “NA” to indicate that the PHA does not operate any of the programs listed below.)

| Program Name | Units or Families Served at Year Beginning | Expected Turnover |
|---|---|--------------------------|
| Public Housing | 287 | 67 |
| Section 8 Vouchers | 77 | 14 |
| Section 8 Certificates | 172 | 33 |
| Section 8 Mod Rehab | | |
| Special Purpose Section 8 Certificates/Vouchers (list individually) | | |

| | | |
|--|----|---|
| Public Housing Drug Elimination Program (PHDEP) | | |
| | | |
| Other Federal Programs(list individually) | | |
| USDA Farmers Home Administration - Privately owned elderly development. PHA manages. | 40 | 8 |
| | | |

C. Management and Maintenance Policies

List the PHA's public housing management and maintenance policy documents, manuals and handbooks that contain the Agency's rules, standards, and policies that govern maintenance and management of public housing, including a description of any measures necessary for the prevention or eradication of pest infestation (which includes cockroach infestation) and the policies governing Section 8 management.

(1) Public Housing Maintenance and Management: (list below)

The Maintenance Branch is directed by a Superintendent and is responsible for the supervision of employees in receiving and completing work orders, annual inspections of the units, lawn care, snow removal and preventive maintenance functions. All rules, standards and policies are maintained in the PHA's main office, with specific instructions at the maintenance office.

Pest control is performed by a contractor, who inspects each development once a month and sprays or fumigates as necessary.

(2) Section 8 Management: (list below)

6. PHA Grievance Procedures

[24 CFR Part 903.7 9 (f)]

Exemptions from component 6: High performing PHAs are not required to complete component 6. Section 8-Only PHAs are exempt from sub-component 6A.

A. Public Housing

1. Yes X No: Has the PHA established any written grievance procedures in addition to federal requirements found at 24 CFR Part 966, Subpart B, for residents of public housing?

If yes, list additions to federal requirements below:

2. Which PHA office should residents or applicants to public housing contact to initiate the PHA grievance process? (select all that apply)

- X PHA main administrative office
 PHA development management offices
 Other (list below)

B. Section 8 Tenant-Based Assistance

1. Yes X No: Has the PHA established informal review procedures for applicants to the Section 8 tenant-based assistance program and informal hearing procedures for families assisted by the Section 8 tenant-based assistance program in addition to federal requirements found at 24 CFR 982?

If yes, list additions to federal requirements below:

2. Which PHA office should applicants or assisted families contact to initiate the informal review and informal hearing processes? (select all that apply)

- X PHA main administrative office
 Other (list below)

7. Capital Improvement Needs

[24 CFR Part 903.7 9 (g)]

Exemptions from Component 7: Section 8 only PHAs are not required to complete this component and may skip to Component 8.

A. Capital Fund Activities

Exemptions from sub-component 7A: PHAs that will not participate in the Capital Fund Program may skip to component 7B. All other PHAs must complete 7A as instructed.

(1) Capital Fund Program Annual Statement

Using parts I, II, and III of the Annual Statement for the Capital Fund Program (CFP), identify capital activities the PHA is proposing for the upcoming year to ensure long-term physical and social viability of its public housing developments. This statement can be completed by using the CFP Annual Statement tables provided in the table library at the end of the PHA Plan template **OR**, at the PHA's option, by completing and attaching a properly updated HUD-52837.

Select one:

The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment (state name)

-or-

X The Capital Fund Program Annual Statement is provided below: (if selected, copy the CFP Annual Statement from the Table Library and insert here)

**Component 7
Capital Fund Program Annual Statement
Parts I, II, and II**

**Annual Statement
Capital Fund Program (CFP) Part I: Summary**

Capital Fund Grant Number PA28PO6170799 FFY of Grant Approval: 08-1999

Original Annual Statement

| Line No. | Summary by Development Account | Total Estimated Cost |
|----------|---|----------------------|
| 1 | Total Non-CGP Funds | |
| 2 | 1406 Operations | |
| 3 | 1408 Management Improvements | \$44,866 |
| 4 | 1410 Administration | \$35,897 |
| 5 | 1411 Audit | |
| 6 | 1415 Liquidated Damages | |
| 7 | 1430 Fees and Costs | \$25,000 |
| 8 | 1440 Site Acquisition | |
| 9 | 1450 Site Improvement | |
| 10 | 1460 Dwelling Structures | \$157,000 |
| 11 | 1465.1 Dwelling Equipment-Nonexpendable | |
| 12 | 1470 Nondwelling Structures | \$150,000 |
| 13 | 1475 Nondwelling Equipment | |
| 14 | 1485 Demolition | |

| | | | |
|----|---|------------------------------|------------------|
| 15 | 1490 | Replacement Reserve | |
| 16 | 1492 | Moving to Work Demonstration | |
| 17 | 1495.1 | Relocation Costs | |
| 18 | 1498 | Mod Used for Development | |
| 19 | 1502 | Contingency | \$35,892 |
| 20 | Amount of Annual Grant (Sum of lines 2-19) | | \$448,655 |
| 21 | Amount of line 20 Related to LBP Activities | | |
| 22 | Amount of line 20 Related to Section 504 Compliance | | |
| 23 | Amount of line 20 Related to Security | | |
| 24 | Amount of line 20 Related to Energy Conservation Measures | | |

Annual Statement

Capital Fund Program (CFP) Part II: Supporting Table

| Development Number/Name HA-Wide Activities | General Description of Major Work Categories | Development Account Number | Total Estimated Cost |
|---|---|----------------------------|----------------------|
| PA 61-1 Jefferson Highrise | Community room construction (supplemental). | 1470 | \$105,000 |
| PA 61-4 Breezeway | Construct storage building for tenants. | 1470 | \$30,000 |
| PA 61-5 CascadeVillage | Powerwash and paint siding on community building. | 1470 | \$15,000 |
| PA 61-7 ForestviewTerrace | Powerwash 4 apartment buildings. | 1460 | \$5,000 |
| | Replace siding on 4 buildings. | 1460 | \$82,000 |
| PA 61-8 Skyview Terrace | Construct porch awnings. | 1460 | \$30,000 |
| | Window shutters. | | |
| PHA-Wide Management Improvement | Replace 15 furnaces. | 1460 | \$40,000 |
| | Replace 20 furnaces. | | |
| | Establish and set-up program. | 1408 | \$44,866 |
| | Provide resident training. | | |
| | Provide professional staff training. | | |
| | Upgrade computer system. | | |
| | Develop marketing strategies. | | |
| | Resident selection. | | |

| | | | |
|---|---|------|----------|
| PHA-Wide Administrative Improvement | Administrative salaries. Health care and related employee benefits. | 1410 | \$35,897 |
| PHA-Wide Fees and costs | Architectural and engineering services. | 1430 | \$25,000 |
| | Contingency | 1502 | \$35,892 |

Annual Statement

Capital Fund Program (CFP) Part III: Implementation Schedule

| Development Number/Name HA-Wide Activities | All Funds Obligated (Quarter Ending Date) | All Funds Expended (Quarter Ending Date) |
|--|--|---|
| PA 61-1 Jefferson Highrise | 3-2001 | 9-2001 |
| PA 61-4 Breezeway Terrace | 3-2001 | 9-2001 |
| PA 61-5 Cascade Village | 3-2001 | 9-2001 |
| PA 61-7 Forestview Terrace | 3-2001 | 9-2001 |
| PA 61-8 Skyview Terrace | 3-2001 | 9-2001 |

(2) Optional 5-Year Action Plan

Agencies are encouraged to include a 5-Year Action Plan covering capital work items. This statement can be completed by using the 5 Year Action Plan table provided in the table library at the end of the PHA Plan template **OR** by completing and attaching a properly updated HUD-52834.

a. X Yes No: Is the PHA providing an optional 5-Year Action Plan for the Capital Fund? (if no, skip to sub-component 7B)

b. If yes to question a, select one:

The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan at Attachment (state name

-or-

X The Capital Fund Program 5-Year Action Plan is provided below: (if selected, copy the CFP optional 5 Year Action Plan from the Table Library and insert here)

Optional Table for 5-Year Action Plan for Capital Fund (Component 7)

| Optional 5-Year Action Plan Tables | | | | |
|--|---|---------------------|----------------------------|-------------------------------------|
| Development Number | Development Name (or indicate PHA wide) | Number Vacant Units | % Vacancies in Development | |
| PA 61-1 | Jefferson Street HI-Rise | | | |
| Description of Needed Physical Improvements or Management Improvements | | | Estimated Cost | Planned Start Date (HA Fiscal Year) |
| Upgrade elevators. Install entrance protection system and emergency telephone system. Upgrade telephone entrance system. | | | \$55,000 | 2003 |
| Total estimated cost over next 5 years | | | \$55,000 | |

| Optional 5-Year Action Plan Tables | | | | |
|--|---|---------------------|----------------------------|-------------------------------------|
| Development Number | Development Name (or indicate PHA wide) | Number Vacant Units | % Vacancies in Development | |
| PA 61-2 | Beyer Avenue Terrace | | | |
| Description of Needed Physical Improvements or Management Improvements | | | Estimated Cost | Planned Start Date (HA Fiscal Year) |
| | | | | |

| | | |
|--|----------|------|
| Replace bathtubs and surrounds in 40 units. Replace electrical service boxes in each unit | \$76,000 | 2003 |
| Total estimated cost over next 5 years | \$76,000 | |

| Optional 5-Year Action Plan Tables | | | | |
|--|--|---------------------|----------------------------|--|
| Development Number | Development Name (or indicate PHA wide) | Number Vacant Units | % Vacancies in Development | |
| PA 61-4 | Breezeway Terrace | | | |
| Description of Needed Physical Improvements or Management Improvements | | | Estimated Cost | Planned Start Date (HA Fiscal Year) |
| Construct basketball court with lighting on adjacent hill. | | | \$15,000 | 2003 |
| Total estimated cost over next 5 years | | | \$15,000 | |

| Optional 5-Year Action Plan Tables | | | | |
|--|--|---------------------|----------------------------|--|
| Development Number | Development Name (or indicate PHA wide) | Number Vacant Units | % Vacancies in Development | |
| PA 61-5 | Cascade Village | | | |
| Description of Needed Physical Improvements or Management Improvements | | | Estimated Cost | Planned Start Date (HA Fiscal Year) |
| Construct an addition on end of one bedroom unit to create (1) two bedroom unit and (1) three bedroom handicap unit. | | | \$253,166 | 2002 |
| Total estimated cost over next 5 years | | | \$253,166 | |

| Optional 5-Year Action Plan Tables | | | | |
|--|--|---------------------|----------------------------|--|
| Development Number | Development Name (or indicate PHA wide) | Number Vacant Units | % Vacancies in Development | |
| PA 61-8 | Skyview Terrace | | | |
| Description of Needed Physical Improvements or Management Improvements | | | Estimated Cost | Planned Start Date (HA Fiscal Year) |

| | | |
|---|---------|------|
| Replace exterior light poles. | \$9,000 | 2003 |
| Total estimated cost over next 5 years | \$9,000 | |

| Optional 5-Year Action Plan Tables | | | | |
|--|---|---------------------|----------------------------|-------------------------------------|
| Development Number | Development Name (or indicate PHA wide) | Number Vacant Units | % Vacancies in Development | |
| PA 61-15 | Cares Terrace | | | |
| Description of Needed Physical Improvements or Management Improvements | | | Estimated Cost | Planned Start Date (HA Fiscal Year) |
| Replace electrical service boxes in all units (16). | | | \$8,000 | 2003 |
| Total estimated cost over next 5 years | | | \$8,000 | |

| Optional 5-Year Action Plan Tables | | | | |
|--|---|---------------------|----------------------------|-------------------------------------|
| Development Number | Development Name (or indicate PHA wide) | Number Vacant Units | % Vacancies in Development | |
| PHA-Wide Management Improvement | | | | |
| Description of Needed Physical Improvements or Management Improvements | | | Estimated Cost | Planned Start Date (HA Fiscal Year) |
| Provide tenant training programs. | | | \$5,000 | 2002 |
| Provide professional staff training programs. | | | \$5,000 | |
| Upgrade computer system | | | \$10,000 | |
| Resident selection. | | | \$10,000 | |
| Develop marketing strategies. | | | \$20,000 | |
| Establish and set-up program (3 participants). | | | \$39,731 | |
| Total estimated cost over next 5 years | | | \$89,731 | |

| Optional 5-Year Action Plan Tables | | | | |
|--|--|---------------------|----------------------------|--|
| Development Number | Development Name (or indicate PHA wide) | Number Vacant Units | % Vacancies in Development | |
| PHA-Wide Management improvement | | | | |
| Description of Needed Physical Improvements or Management Improvements | | | Estimated Cost | Planned Start Date (HA Fiscal Year) |
| Provide tenant training programs. | | | \$5,000 | 2003 |
| Provide professional staff training programs. | | | \$5,000 | |
| Upgrade computer system | | | \$10,000 | |
| Resident selection. | | | \$10,000 | |
| Develop marketing strategies. | | | \$20,000 | |
| Establish and set-up program (3 participants). | | | \$39,731 | |
| Total estimated cost over next 5 years | | | \$89,731 | |

| Optional 5-Year Action Plan Tables | | | | |
|--|--|---------------------|----------------------------|--|
| Development Number | Development Name (or indicate PHA wide) | Number Vacant Units | % Vacancies in Development | |
| PHA-Wide Management Improvement | | | | |
| Description of Needed Physical Improvements or Management Improvements | | | Estimated Cost | Planned Start Date (HA Fiscal Year) |
| Provide tenant training programs. | | | \$5,000 | 2004 |
| Provide professional staff training programs. | | | \$5,000 | |
| Upgrade computer system | | | \$10,000 | |
| Resident selection. | | | \$10,000 | |
| Develop marketing strategies. | | | \$20,000 | |
| Establish and set-up program (3 participants). | | | \$39,731 | |
| Total estimated cost over next 5 years | | | \$89,730 | |

B. HOPE VI and Public Housing Development and Replacement Activities (Non-Capital Fund)

Applicability of sub-component 7B: All PHAs administering public housing. Identify any approved HOPE VI and/or public housing development or replacement activities not described in the Capital Fund Program Annual Statement.

- Yes No: a) Has the PHA received a HOPE VI revitalization grant? (if no, skip to question c; if yes, provide responses to question b for each grant, copying and completing as many times as necessary)
- b) Status of HOPE VI revitalization grant (complete one set of questions for each grant)

1. Development name:
2. Development (project) number:
3. Status of grant: (select the statement that best describes the current status)
 - Revitalization Plan under development
 - Revitalization Plan submitted, pending approval
 - Revitalization Plan approved
 - Activities pursuant to an approved Revitalization Plan underway

- Yes No: c) Does the PHA plan to apply for a HOPE VI Revitalization grant in the Plan year?
If yes, list development name/s below:

- Yes No: d) Will the PHA be engaging in any mixed-finance development activities for public housing in the Plan year?
If yes, list developments or activities below:

- Yes No: e) Will the PHA be conducting any other public housing development or replacement activities not discussed in the Capital Fund Program Annual Statement?
If yes, list developments or activities below:

8. Demolition and Disposition

[24 CFR Part 903.7.9 (h)]

Applicability of component 8: Section 8 only PHAs are not required to complete this section.

1. Yes No: Does the PHA plan to conduct any demolition or disposition activities (pursuant to section 18 of the U.S. Housing Act of 1937 (42 U.S.C. 1437p)) in the plan Fiscal Year? (If "No", skip to

component 9; if “yes”, complete one activity description for each development.)

2. Activity Description

Yes No: Has the PHA provided the activities description information in the **optional** Public Housing Asset Management Table? (If “yes”, skip to component 9. If “No”, complete the Activity Description table below.)

| Demolition/Disposition Activity Description | |
|---|--|
| 1a. Development name: | |
| 1b. Development (project) number: | |
| 2. Activity type: Demolition <input type="checkbox"/> Disposition <input type="checkbox"/> | |
| 3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/> | |
| 4. Date application approved, submitted, or planned for submission: <u>(DD/MM/YY)</u> | |
| 5. Number of units affected: | |
| 6. Coverage of action (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development | |
| 7. Timeline for activity: a. Actual or projected start date of activity: b. Projected end date of activity: | |

9. Designation of Public Housing for Occupancy by Elderly Families or Families with Disabilities or Elderly Families and Families with Disabilities

[24 CFR Part 903.7 9 (i)]

Exemptions from Component 9; Section 8 only PHAs are not required to complete this section.

1. Yes No: Has the PHA designated or applied for approval to designate or does the PHA plan to apply to designate any public housing for occupancy only by the elderly families or only by families with disabilities, or by elderly families and families with disabilities or will apply for designation for occupancy by only elderly families or only

families with disabilities, or by elderly families and families with disabilities as provided by section 7 of the U.S. Housing Act of 1937 (42 U.S.C. 1437e) in the upcoming fiscal year? (If “No”, skip to component 10. If “yes”, complete one activity description for each development, unless the PHA is eligible to complete a streamlined submission; PHAs completing streamlined submissions may skip to component 10.)

2. Activity Description

Yes No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If “yes”, skip to component 10. If “No”, complete the Activity Description table below.

| Designation of Public Housing Activity Description |
|--|
| 1a. Development name: 1b. Development (project) number: |
| 2. Designation type: Occupancy by only the elderly <input type="checkbox"/> Occupancy by families with disabilities <input type="checkbox"/> Occupancy by only elderly families and families with disabilities <input type="checkbox"/> |
| 3. Application status (select one) Approved; included in the PHA’s Designation Plan <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/> |
| 4. Date this designation approved, submitted, or planned for submission: <u>(DD/MM/YY)</u> |
| 5. If approved, will this designation constitute a (select one) <input type="checkbox"/> New Designation Plan <input type="checkbox"/> Revision of a previously-approved Designation Plan? |
| 6. Number of units affected: 7. Coverage of action (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development |

10. Conversion of Public Housing to Tenant-Based Assistance

[24 CFR Part 903.7 9 (j)]

Exemptions from Component 10; Section 8 only PHAs are not required to complete this section.

**A. Assessments of Reasonable Revitalization Pursuant to section 202 of the HUD
FY 1996 HUD Appropriations Act**

1. Yes X No: Have any of the PHA’s developments or portions of developments been identified by HUD or the PHA as covered under section 202 of the HUD FY 1996 HUD Appropriations Act? (If “No”, skip to component 11; if “yes”, complete one activity description for each identified development, unless eligible to complete a streamlined submission. PHAs completing streamlined submissions may skip to component 11.)

2. Activity Description

Yes No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If “yes”, skip to component 11. If “No”, complete the Activity Description table below.

| Conversion of Public Housing Activity Description | |
|--|---|
| 1a. Development name: | |
| 1b. Development (project) number: | |
| 2. What is the status of the required assessment? | <input type="checkbox"/> Assessment underway <input type="checkbox"/> Assessment results submitted to HUD <input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question) <input type="checkbox"/> Other (explain below) |
| 3. <input type="checkbox"/> Yes <input type="checkbox"/> No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.) | |
| 4. Status of Conversion Plan (select the statement that best describes the current status) | <input type="checkbox"/> Conversion Plan in development <input type="checkbox"/> Conversion Plan submitted to HUD on: (DD/MM/YYYY) <input type="checkbox"/> Conversion Plan approved by HUD on: (DD/MM/YYYY) <input type="checkbox"/> Activities pursuant to HUD-approved Conversion Plan underway |

5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one)

- Units addressed in a pending or approved demolition application (date submitted or approved: _____)
- Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved: _____)
- Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved: _____)
- Requirements no longer applicable: vacancy rates are less than 10 percent
- Requirements no longer applicable: site now has less than 300 units
- Other: (describe below)

B. Reserved for Conversions pursuant to Section 22 of the U.S. Housing Act of 1937

C. Reserved for Conversions pursuant to Section 33 of the U.S. Housing Act of 1937

11. Homeownership Programs Administered by the PHA

[24 CFR Part 903.7 9 (k)]

The Housing Authority will continue to utilize available educational and economic self-sufficiency programs for the tenants benefit to the extent possible. The Authority will also pursue various possibilities for including private resources, including banks and other lending institutions in developing strategies for home-ownership opportunities for interested tenants. Also, other public resources will be pursued in an effort to assist those tenants that achieve economic self-sufficiency in realizing home ownership.

A. Public Housing

Exemptions from Component 11A: Section 8 only PHAs are not required to complete 11A.

1. Yes X No: Does the PHA administer any homeownership programs administered by the PHA under an approved section 5(h) homeownership program (42 U.S.C. 1437c(h)), or an approved HOPE I program (42 U.S.C. 1437aaa) or has the PHA applied or plan to apply to administer any homeownership programs under

section 5(h), the HOPE I program, or section 32 of the U.S. Housing Act of 1937 (42 U.S.C. 1437z-4). (If “No”, skip to component 11B; if “yes”, complete one activity description for each applicable program/plan, unless eligible to complete a streamlined submission due to **small PHA** or **high performing PHA** status. PHAs completing streamlined submissions may skip to component 11B.)

2. Activity Description

Yes No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? (If “yes”, skip to component 12. If “No”, complete the Activity Description table below.)

| Public Housing Homeownership Activity Description (Complete one for each development affected) |
|--|
| 1a. Development name: 1b. Development (project) number: |
| 2. Federal Program authority: <input type="checkbox"/> HOPE I <input type="checkbox"/> 5(h) <input type="checkbox"/> Turnkey III <input type="checkbox"/> Section 32 of the USHA of 1937 (effective 10/1/99) |
| 3. Application status: (select one) <input type="checkbox"/> Approved; included in the PHA’s Homeownership Plan/Program <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application |
| 4. Date Homeownership Plan/Program approved, submitted, or planned for submission: (DD/MM/YYYY) |
| 5. Number of units affected: 6. Coverage of action: (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development |

B. Section 8 Tenant Based Assistance

1. Yes No: Does the PHA plan to administer a Section 8 Homeownership program pursuant to Section 8(y) of the U.S.H.A. of 1937, as implemented by 24 CFR part 982 ? (If “No”, skip to component 12; if “yes”, describe each program using the table below (copy and complete questions for each program identified), unless the PHA is eligible to complete a streamlined submission due to high performer status. **High performing PHAs** may skip to component 12.)

2. Program Description:

a. Size of Program

- Yes No: Will the PHA limit the number of families participating in the section 8 homeownership option?

If the answer to the question above was yes, which statement best describes the number of participants? (select one)

- 25 or fewer participants
 26 - 50 participants
 51 to 100 participants
 more than 100 participants

b. PHA-established eligibility criteria

- Yes No: Will the PHA’s program have eligibility criteria for participation in its Section 8 Homeownership Option program in addition to HUD criteria?
If yes, list criteria below:

12. PHA Community Service and Self-sufficiency Programs

[24 CFR Part 903.7 9 (l)]

Exemptions from Component 12: High performing and small PHAs are not required to complete this component. Section 8-Only PHAs are not required to complete sub-component C.

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

- X Yes No: Has the PHA has entered into a cooperative agreement with the TANF Agency, to share information and/or target supportive services (as contemplated by section 12(d)(7) of the Housing Act of 1937)?

If yes, what was the date that agreement was signed?

10/12/99

2. Other coordination efforts between the PHA and TANF agency (select all that apply)
- X Client referrals
 - X Information sharing regarding mutual clients (for rent determinations and otherwise)
 - X Coordinate the provision of specific social and self-sufficiency services and programs to eligible families
 - Jointly administer programs
 - Partner to administer a HUD Welfare-to-Work voucher program
 - Joint administration of other demonstration program
 - Other (describe)

B. Services and programs offered to residents and participants

(1) General

a. Self-Sufficiency Policies

Which, if any of the following discretionary policies will the PHA employ to enhance the economic and social self-sufficiency of assisted families in the following areas?
(select all that apply)

- Public housing rent determination policies
- X Public housing admissions policies
- Section 8 admissions policies
- Preference in admission to section 8 for certain public housing families
- Preferences for families working or engaging in training or education programs for non-housing programs operated or coordinated by the PHA
- Preference/eligibility for public housing homeownership option participation
- Preference/eligibility for section 8 homeownership option participation
- Other policies (list below)

b. Economic and Social self-sufficiency programs

X Yes No: Does the PHA coordinate, promote or provide any programs to enhance the economic and social self-sufficiency of residents? (If “yes”, complete the following table; if “no” skip to sub-component 2, Family Self Sufficiency Programs. The position of the table may be altered to facilitate its use.)

| |
|------------------------------|
| Services and Programs |
|------------------------------|

| Program Name & Description (including location, if appropriate) | Estimated Size | Allocation Method (waiting list/random selection/specific criteria/other) | Access (development office / PHA main office / other provider name) | Eligibility (public housing or section 8 participants or both) |
|--|-------------------|--|--|--|
| Jefferson County Job Training Center | Varies | Self-directed | PHA main office | All residents |
| Jefferson County New Choices | Varies | | | All residents |
| North Central PA Workforce Investment Board | Varies | | | |
| Team PA-PA Employment Office | 4 | By application | PHA main office | All residents |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

(2) Family Self Sufficiency program/s

a. Participation Description

| Family Self Sufficiency (FSS) Participation | | |
|--|--|--|
| Program | Required Number of Participants (start of FY 2000 Estimate) | Actual Number of Participants (As of: DD/MM/YY) |
| Public Housing | | |
| Section 8 | | |

- b. Yes No: If the PHA is not maintaining the minimum program size required by HUD, does the most recent FSS Action Plan address the steps the PHA plans to take to achieve at least the minimum program size? If no, list steps the PHA will take below:
The PHA does not have an FSS program. The proper waiver request has been submitted to HUD.

C. Welfare Benefit Reductions

1. The PHA is complying with the statutory requirements of section 12(d) of the U.S. Housing Act of 1937 (relating to the treatment of income changes resulting from welfare program requirements) by: (select all that apply)

- Adopting appropriate changes to the PHA's public housing rent determination policies and train staff to carry out those policies
- Informing residents of new policy on admission and reexamination
- Actively notifying residents of new policy at times in addition to admission and reexamination.
- Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services
- Establishing a protocol for exchange of information with all appropriate TANF agencies
- Other: (list below)

D. Reserved for Community Service Requirement pursuant to section 12(c) of the U.S. Housing Act of 1937

13. PHA Safety and Crime Prevention Measures

[24 CFR Part 903.7 9 (m)]

Exemptions from Component 13: High performing and small PHAs not participating in PHDEP and Section 8 Only PHAs may skip to component 15. High Performing and small PHAs that are participating in PHDEP and are submitting a PHDEP Plan with this PHA Plan may skip to sub-component D.

A. Need for measures to ensure the safety of public housing residents

1. Describe the need for measures to ensure the safety of public housing residents (select all that apply)

- High incidence of violent and/or drug-related crime in some or all of the PHA's developments
- High incidence of violent and/or drug-related crime in the areas surrounding or adjacent to the PHA's developments
- Residents fearful for their safety and/or the safety of their children
- Observed lower-level crime, vandalism and/or graffiti
- People on waiting list unwilling to move into one or more developments due to perceived and/or actual levels of violent and/or drug-related crime
- Other (describe below)
PHA has received HUD approval to use 1unit for police surveillance.

2. What information or data did the PHA use to determine the need for PHA actions to improve safety of residents (select all that apply).

- Safety and security survey of residents
- Analysis of crime statistics over time for crimes committed “in and around” public housing authority
- Analysis of cost trends over time for repair of vandalism and removal of graffiti
- Resident reports
- PHA employee reports
- Police reports
- Demonstrable, quantifiable success with previous or ongoing anticrime/anti drug programs
- Other (describe below)

2. Which developments are most affected? (list below)
Reynoldsville (Breezeway Terrace)

B. Crime and Drug Prevention activities the PHA has undertaken or plans to undertake in the next PHA fiscal year

1. List the crime prevention activities the PHA has undertaken or plans to undertake: (select all that apply)

- Contracting with outside and/or resident organizations for the provision of crime-and/or drug-prevention activities
- Crime Prevention through Environmental Design
- Activities targeted to at-risk youth, adults, or seniors
- Volunteer Resident Patrol/Block Watchers Program
- Other (describe below)

In the eight public housing communities in rural Jefferson County the problems associated with crime and resident safety are small both in terms of severity and numbers. When a problem does develop it has been the policy of the Housing Authority in cooperation with the local police forces to act quickly and effectively. In the past, Breezeway Terrace located in the community of Reynoldsville, has experienced some continuing crime problems. These problems fall into the category of drug and alcohol use. Working in cooperation with local police officials, problem residents are identified and evicted. They are simultaneously dealt with by the criminal justice system.

The efforts with the Chiefs of Police from the Boroughs of Sykesville, Punxsutawney and Reynoldsville will continue in the year 2000. Letters of Understanding have

been sent, signed and returned by the senior law enforcement officers in these communities, and issues and problems related to crime and safety will continue to be addresses as in the past.

2. Which developments are most affected? (list below)
Reynoldsville (Breezeway Terrace)

C. Coordination between PHA and the police

1. Describe the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities: (select all that apply)

- Police involvement in development, implementation, and/or ongoing evaluation of drug-elimination plan
- X Police provide crime data to housing authority staff for analysis and action
- X Police have established a physical presence on housing authority property (e.g., community policing office, officer in residence)
- Police regularly testify in and otherwise support eviction cases
- X Police regularly meet with the PHA management and residents
- Agreement between PHA and local law enforcement agency for provision of above-baseline law enforcement services
- Other activities (list below)

2. Which developments are most affected? (list below)

D. Additional information as required by PHDEP/PHDEP Plan

PHAs eligible for FY 2000 PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

- X Yes No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- Yes X No: Has the PHA included the PHDEP Plan for FY 2000 in this PHA Plan?
- Yes X No: This PHDEP Plan is an Attachment. (Attachment Filename: ____)

14. RESERVED FOR PET POLICY

[24 CFR Part 903.7 9 (n)]

15. Civil Rights Certifications

[24 CFR Part 903.7 9 (o)]

Civil rights certifications are included in the PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations.

16. Fiscal Audit

[24 CFR Part 903.7 9 (p)]

1. Yes No: Is the PHA required to have an audit conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h))?
(If no, skip to component 17.)
2. Yes No: Was the most recent fiscal audit submitted to HUD?
3. Yes No: Were there any findings as the result of that audit?
4. Yes No: If there were any findings, do any remain unresolved?
If yes, how many unresolved findings remain? _____
5. Yes No: Have responses to any unresolved findings been submitted to HUD?
If not, when are they due (state below)?

17. PHA Asset Management

[24 CFR Part 903.7 9 (q)]

Exemptions from component 17: Section 8 Only PHAs are not required to complete this component. High performing and small PHAs are not required to complete this component.

1. Yes No: Is the PHA engaging in any activities that will contribute to the long-term asset management of its public housing stock, including how the Agency will plan for long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs that have **not** been addressed elsewhere in this PHA Plan?
2. What types of asset management activities will the PHA undertake? (select all that apply)
 Not applicable
 Private management
 Development-based accounting
 Comprehensive stock assessment
 Other: (list below)
3. Yes No: Has the PHA included descriptions of asset management activities in the **optional** Public Housing Asset Management Table?

18. Other Information

[24 CFR Part 903.7 9 (r)]

A. Resident Advisory Board Recommendations

1. Yes No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?

2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)
 Attached at Attachment (File name)
 Provided below:

3. In what manner did the PHA address those comments? (select all that apply)
 Considered comments, but determined that no changes to the PHA Plan were necessary.
 The PHA changed portions of the PHA Plan in response to comments
List changes below:
 Other: (list below)

B. Description of Election process for Residents on the PHA Board

1. Yes No: Does the PHA meet the exemption criteria provided section 2(b)(2) of the U.S. Housing Act of 1937? (If no, continue to question 2; if yes, skip to sub-component C.)
Although exempt from this requirement, the PHA Board did offer residents the opportunity to serve on the Board.
2. Yes No: Was the resident who serves on the PHA Board elected by the residents? (If yes, continue to question 3; if no, skip to sub-component C.)
3. Description of Resident Election Process
 - a. Nomination of candidates for place on the ballot: (select all that apply)
 Candidates were nominated by resident and assisted family organizations
 Candidates could be nominated by any adult recipient of PHA assistance
 Self-nomination: Candidates registered with the PHA and requested a place on ballot
 Other: (describe)

b. Eligible candidates: (select one)

- Any recipient of PHA assistance
- Any head of household receiving PHA assistance
- Any adult recipient of PHA assistance
- Any adult member of a resident or assisted family organization
- Other (list)

c. Eligible voters: (select all that apply)

- All adult recipients of PHA assistance (public housing and section 8 tenant-based assistance)
- Representatives of all PHA resident and assisted family organizations
- Other (list)

C. Statement of Consistency with the Consolidated Plan

For each applicable Consolidated Plan, make the following statement (copy questions as many times as necessary).

1. Consolidated Plan jurisdiction: Commonwealth of Pennsylvania

2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)
 - X The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
 - The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
 - The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
 - X Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)

A. The PHA is proposing to build an addition on the end of one of the buildings at Cascade Village to be used exclusively for the disabled. These units will be designed and constructed to allow full accessibility and visitability by person with disabilities. By adding these additional 2 handicapped units, (1) two bedroom unit and (1) three bedroom unit, the PHA anticipates serving larger families having a person(s) with a disability(s). The Housing Authority has estimated the cost of this activity to be \$253,000. The conversion/construction will not only provide large family handicapped units but also converts a less marketable 1 bedroom unit to more marketable larger units.

B. For the past several years the Housing Authority has been working with the Jefferson County Job Center, and the North Central PA Work Force Investment Board for education and assistance to tenants who are interested in pursuing employment or homeownership opportunities. In addition the PHA has a continuing relationship with Community Action Inc. a non profit organization that provides training on basic rental and ownership responsibilities such as parenting, budgeting, housekeeping, and other upward mobility skills. The Authority will continue working with these and other organizations in 2000 in an effort to increase homeownership possibilities.

C. As part of the PHA's Community Service program, the PHA will also offer a self-sufficiency training program through the Jefferson County New Choices Program. This employment readiness program would be available to non-exempt residents as an alternative to a portion of the community service requirement.

D. The Jefferson County Housing Authority, has as one of its objectives applying for an additional 50 Section 8 units over the coming 5 year period. The PHA currently has a combined total of 249 Section 8 vouchers and certificates. These 50 additional units will represent a 20% increase in the number of Section 8 units available to residents of Jefferson County.

E. The collaborative efforts of the PHA in its continued relationship with the Brockway Council for Human Dignity to manage Toby Terrace and the working relationship with Community Action Inc. that provides basic rental and ownership responsibilities such as parenting, budgeting, housekeeping, and other upward mobility skills to interested residents are examples of the PHA commitment to deal with other housing providers.

F. Lastly, on August 10,1999 the Jefferson County Housing Authority officially adopted a resolution implementing a Deconcentration of Poverty Policy. The objective of this policy is the economic deconcentration, through income mixing, of public housing developments in Jefferson County. Through this effort the PHA to meet the income targeting and income mixing requirements of the Quality Housing and Work Responsibility Act of 1998.

Other: (list below)

4. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (describe below)

The Commonwealth's Consolidated Plan provides policy direction in the following areas. Consistency has been established by adherence to these specified activities.

1. Rehabilitation of the existing public housing stock in a manner that is sensitive to the needs for accessibility to and visitability by persons with disabilities.
2. Conversion of underutilized and less marketable public housing units into unit configurations that are more marketable
- 3 3. Homeownership incentives for public housing residents.
- 4 4. Resident initiatives, especially those aimed at promoting the economic self sufficiency of public housing residents.
5. Request for additional Section 8 vouchers from HUD.

The Consolidated Plan is silent on any specific support or commitments to the Jefferson County Housing Authority.

D. Other Information Required by HUD

Use this section to provide any additional information requested by HUD.

Attachments

Use this section to provide any additional attachments referenced in the Plans..

Jefferson County Housing Authority

MINUTES OF PUBLIC MEETING

Purpose: Review and Comments on Housing Authority Agency Plan

Date: December 14, 1999
Time: 7:00 P.M.
Location: Community Room
201 North Jefferson Street
Punxsutawney, Pa. 15767

The Meeting was called to order by Housing Authority's Chairman, John Esposito.

Members present:

William French
Rev. Dale Reitz
Ed Golla
Robert Black

Others Present:

Sandra Stroka, Executive Director
Mary Lou Burkett, A.A.
Gary Reda, Maintenance Supervisor
Toni Lingenfelter, Acct. Assist.

It was stated the draft plan for the Housing Authority has been available for 45 days for public review and comments. No comments were received.

A meeting was held on November 9, 1999 with the advisory committee to review the draft plan. Copies were given to each member. They were asked to review it in more detail and submit any comments they may have. Copies were also sent to other local agencies.

EQUAL HOUSING OPPORTUNITY

201 North Jefferson Street - Punxsutawney, PA 15767
(814) 938-7140 1-800-585-5303 FAX (814) 938-7333

Response forms were received from:

Jefferson Co. Dept. of Development
Jefferson Clarion Head Start, Inc.
Community Action, Inc. - R.S.V. P.
Jefferson County Commissioners
Josephine Hamler - Public Housing, Advisory
committee
Madeline Sawyer - Public Housing, Advisory
committee
Linda Reed - Section 8, Advisory committee
Housing Authority's solicitor, Robert Hanak

stating they reviewed the draft agency plan and had no comments.

Mrs. Stroka, explained that a change would be made regarding the Housing Authority's 1999 Comprehensive Grant Program. The Housing Authority was approved for \$448,655. However, the Authority overran its 1998 -comp grant program for the community building therefore the work item listed for an outside chair glide for PA 61-3, Sunrise Terrace, Reynoldsville, Pa. will be eliminated and the money \$105,000 transfer from 1999 grant program to 1998 comp grant program.

The Housing Authority will finalize the agency plan and have ready for adoption and submission to HUD at their meeting January.

Meeting adjourned at 7:30 p.m.

EXTRACT FROM MINUTES OF MEETING

EXTRACT FROM THE MINUTES OF A REGULAR MEETING OF THE JEFFERSON COUNTY HOUSING AUTHORITY HELD ON THE 11TH DAY OF JANUARY 2000.

THE DIRECTORS OF JEFFERSON COUNTY HOUSING AUTHORITY MET IN REGULAR SESSION AT THE JEFFERSON STREET HI-RISE, 201 NORTH JEFFERSON ST., PUNXSUTAWNEY, PA AT THE PLACE, HOUR, AND DATE DULY ADVERTISED FOR THE HOLDING OF SUCH MEETING.

THE CHAIRMAN CALLED THE MEETING TO ORDER AND ON ROLL CALL THE FOLLOWING ANSWERED PRESENT:

JOHN H. ESPOSITO
EDWARD GOLLA
WILLIAM FRENCH
REV. H. DALE REITZ

AND THE FOLLOWING WERE ABSENT:

NONE

THE CHAIRMAN DECLARED A QUORUM PRESENT.

THE FOLLOWING RESOLUTION WAS INTRODUCED BY CHAIRMAN ESPOSITO READ IN FULL AND CONSIDERED:

RESOLUTION # 00 - 05

RESOLUTION OF THE JEFFERSON COUNTY HOUSING AUTHORITY AUTHORIZING ACCEPTANCE AND SUBMISSION OF THE HOUSING AUTHORITY'S AGENCY PLAN TO THE DEPT. OF HOUSING & URBAN DEVELOPMENT.

WILLIAM FRENCH MOVED RE SOLUTION # 00-05 BE ADOPTED AS INTRODUCED AND READ, SECONDED BY EDWARD GOLLA. NO QUESTION ON THE MOTION. THE RESOLUTION CARRIED AS FOLLOWS:

AYES
JOHN H. ESPOSITO
EDWARD GOLLA
WILLIAM FRENCH
REV. H. DALE REITZ

NAYS
NONE

THE CHAIRMAN, THEREFORE, DECLARED SAID MOTION CARRIED AND SAID RESOLUTION BE ADOPTED.

CERTIFICATE OF RECORDING OFFICER

I, EDWARD GOLLA, THE DULY APPOINTED, QUALIFIED AND ACTING AS SECRETARY OF JEFFERSON COUNTY HOUSING AUTHORITY, DO HEREBY CERTIFY THE ATTACHED EXTRACT FROM THE MI NUTES OF THE REGULAR MEETING OF THE HOUSING AUTHORITY, HELD ON JANUARY 11, 2000, IS A TRUE AND CORRECT COPY OF THE ORIGINAL MINUTES OF SUCH MEETING ON FILE AND OF RECORD IN SO FAR AS THEY RELATE TO THE MATTERS SET FORTH IN THE ATTACHED EXTRACT, AND I DO FURTHER CERTIFY THAT EACH RESOLUTION APPEARING IN SUCH EXTRACT IS A TRUE AND CORRECT COPY OF A RESOLUTION ADOPTED AT SUCH MEETING AND ON FILE AND OF RECORDS.

IN TESTIMONY WHEREOF, I HAVE HEREUNTO SET MY HAND AND THE SEAL OF SAID HOUSING AUTHORITY THIS 11TH DAY OF JANUARY, 2000.

(SEAL)

(SIGNATURE) EDWARD GOLLA
BOARD SECRETARY

Table Library